LOCAL GOVERNMENT SERVICES DIVISION

Assessment Bulletin

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Bulletin 04-02

ASSET News

Key date

February 17:

Municipalities can start loading their 2003 assessment year/ 2004 tax year data into ASSET beginning on February 17.

If you require additional time to complete your test loads of 2002 assessment year/ 2003 tax year data please call Sandy Husar at (780) 422-8362.

This issue of ASSET News is addressed to assessors due to the technical nature of the loading requirements of the ASSET (Assessment Shared Services Environment) system. This issue is intended to help assessors through the loading process by focussing on loading municipal assessment data into the ASSET system, making adjustments as necessary, and declaring the assessments complete and consistent with legislative requirements.

Before loading

- *Have the standardized liability codes been applied to the assessment data in the assessment system?* The liability codes, which are included in the Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual, designate the tax status of assessments and are essential for the equalized assessment process.

- *Has the data for the "cross-reference" tables been inputted into the ASSET system?* These tables show how certain codes that are used by a municipality's assessor correspond to the standard provincial codes in the ASSET system. The codes identify what a property is used for, categories of land use, and classifications of property improvements (buildings and structures).

- *Has the "indicator of value" (IOV) data been loaded into the ASSET system?* This data includes verified information on property sales that have occurred up to June 30, 2003. The IOV data needs to be loaded into ASSET before the property assessments (the annual return) are loaded into the system. This is because the ASSET system uses the property sales data for audit tests that determine whether the municipality's assessment data meets regulated quality standards.

Loading the 2003 assessment data submission

- *Are you ready to begin the loading process?* Assessors are encouraged to begin loading their annual return submissions. This will provide assessors with time to make corrections on their assessment systems and resubmit into ASSET by April 1.

Alberta
MUNICIPAL AFFAIRS

Key dates

February 28:
The date by which municipalities are to complete their annual assessment rolls.

April 1:
The date by which municipalities are to report their annual assessment data to Alberta Municipal Affairs.

- *Have you made the adjustments needed to the 2003 assessment data submission?* Once the annual return submission is loaded into ASSET, the system will produce an error log that will indicate the status of the load. Assessors may need to adjust or correct the assessment data in their assessment systems, as indicated by the ASSET system's error log.
- *Have you run the ASSET audit tests?* Quality-assurance tools and audit tests are available in ASSET so that assessors can see whether their data on ASSET is consistent with the municipality's assessment roll data and meets regulated standards. Assessors may load assessments into ASSET and run the audit tests and other analysis programs at any time, and as often as necessary.
- *Has the 2003 assessment data submission been declared?* Once the annual return submission has met the audit tests on ASSET, the assessor will be able to declare that it complies with the Municipal Government Act and officially submit it to Alberta Municipal Affairs.

Note: Municipalities that do not have access to Alberta Municipal Affairs' *milenet* website can provide their 2003 assessment year/ 2004 tax year data on compact disc or by e-mail to the Assessment Services Branch for loading or reloading into ASSET. This process is outlined in Assessment Bulletin No. 03-05, available on www.municipalaffairs.gov.ab.ca. Please provide your data to the branch on or before the first week in March to allow time for any necessary adjustments.

REFERENCES

For further information on the assessment reporting process, the following draft documents are available on the Alberta Municipal Affairs' website:

- Alberta Assessment Quality Minister's Guidelines
- Recording and Reporting Information for Assessment Audit and Equalized Assessment Manual
- Annual Assessment Audit and Equalized Assessment Manual

CONTACTS

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Alberta Municipal Affairs' website
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For *milenet* help, please contact your municipality's *milenet* stakeholder administrator.